

**Minutes of Mail and Courier Task Force Meeting**  
**29 April 1963**

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2. The minutes of the previous meeting were adopted with one exception. Paragraph 3a (1) contains the statement: "that Agency regulations be revised to prescribe an effective follow-up to assure return of receipts". It was pointed out that Executive Order 10901 prescribes the use of document receipts, however, it places the responsibility for signature and return on the sender. The establishment of a comprehensive follow-up system in the Agency would require a substantial manpower increase which is not believed justified for this purpose. It was concluded that the courier receipt which is maintained in Agency control is sufficient documentation to initiate a search for any missing document.

3. Copies of the principal document receipt forms in current usage were reviewed. Several of these are special purpose such as for film, maps, intelligence reports, etc. It was concluded that these forms should continue in use. It was the consensus of the meeting, however, that the use of a general purpose combined courier and document form would have many advantages. The CIA Records Administration Office agreed to draft a combination form for consideration by the Task Force. The form will include a feature which will allow Agency mail rooms to easily identify the originator of the document so that receipts may be forwarded promptly upon return.

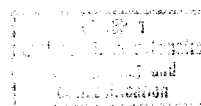
4. A proposed redraft of current Agency Regulations on maintenance of logs, prepared by [redacted] was considered. Task Force members were requested to make further review of the draft and submit comments to the chairman for consideration at the next meeting.

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5. A general discussion of internal logging practices revealed the following:

a. Replies to the Mail Control Questionnaire revealed that of 241 components reporting that they log, 32 are at the first management echelon below a Deputy Director (Office, Senior Staff, Area Division, etc.), 119 at the second echelon

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e.g., DD/P branches, DD/SEC/PFS in the Office of Security, Economic Research Area, CEA, Supply Division, OL, etc.), 73 at the third echelon, and 14 at the fourth echelon. (Although in some cases mail may go through all the echelons up to a Deputy Director, much of the mail goes directly to a lower echelon such as an area division branch and is logged there.) Even if another facility or registry could satisfy the security logging requirements and furnish information as to the location of the component's mail, IGI report they could not give up logging. The reasons vary, but involve special types of material, sensitivity, checks, and particularly the doubt that the information could be made available as quickly and accurately as needed to carry on their operations efficiently. Some of the area divisions feel quite strongly about continuation of logging at the branch level and indicated if any change is contemplated they would like to present a rebuttal. Many of the 73 who thought they might give it up also expressed qualifications in their answers and suggested they would have to log certain material for management or special security purposes. Although there are many different interpretations of the obscure security requirements, the security factor seems to be subordinate to the administrative control factors. It is to be noted that, aside from the central logging point, relatively few documents are logged at subordinate points.

b. The lack of uniform and specific logging guides has led to general misunderstanding of our internal control requirements. It was concluded that a section of the mail processing handbook should be devoted to clarification of this matter. It will give supervisors as well as loggers proper direction.

c. The discussion ended with the conclusion that the often heard statement "there is a lot of unnecessary logging around here", just is not true.